

**Date Posted:** 09/18/2014  
**Department:** Personnel  
**Job Title:** Personnel and Benefits Coordinator  
Location: Kiowa, CO  
Salary: \$42500/annually  
Position is open until filled

**Elbert County is an Equal Opportunity Employer**

If interested, please submit applications and resumes to:  
Elbert County Government  
215 Comanche St.  
PO Box 7  
Kiowa, Colorado 80117  
Or email:  
**Kyrei.zion@elbertcounty-co.gov**

**If you have any questions please call (303) 621-3152**

**ELBERT COUNTY GOVERNMENT  
DEPARTMENT OF ADMINISTRATION**

**JOB DESCRIPTION**

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**JOB TITLE: Personnel and Benefits Coordinator**

**EXEMPT: Non-Exempt**  
**DATE ORIGINATED: 09/2014**

**SALARY: \$42500**

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**DEFINITION OF WORK:**

Performs personnel review functions for all Elbert County employees. Serves as the insurance coordinator in all phases of insurance. Assists County Manager and County Attorney as needed. Reports to the County Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(The following examples are illustrative only and are not intended to be all-inclusive)*

- Upon request, shall be responsible for recruitment of personnel for all county departments, as requested with exception of the Sheriff's Department. Responsible for advertising for open positions, posting positions internally, scheduling interviews, and participating in the interview process
- Acts as employee information provider for all employees; providing answers, information and services to employees. Complete necessary enrollment forms, change forms, ID cards and other employee documentation, and perform new hire orientation.
- Assists in the employee termination process; exit interviews and ensuring compliance with current policies and procedures.
- Assists in preparing job descriptions in coordination with elected officials and department heads.
- Assists in the employee performance process and prepares, reviews and files employee evaluation forms.
- Investigates employee complaints and reports/makes recommendations to the County Manager.
- Present payroll change notices to the County Manager for approval.

- Continually coordinate employee information with the payroll manager i.e., employee status, wages, benefits, etc.
- Investigates, prepares and files accident/incident reports, file workman's compensation claims, liability claims, auto and property loss claims and monitor files to completion.
- Serve as insurance coordinator in all phases of insurance; health, dental, life, retirement, disability, workman's compensation and auto and property claims.
- Responsible for monthly billing to and from the appropriate insurance companies including an up-to-date monthly roster of enrollment and terminations.
- Act as liaison with County Technical Services, Inc. and provide training sources and loss prevention to all departments.
- Act as coordinator of county's drug and alcohol testing program in accordance with DOT regulations, schedule physicals and/or random testing.
- Conducts annual evaluation of designated medical service providers and pharmacies.
- Other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

- High School or GED
- Must be an independent worker, express use of good judgment and have the ability to accept responsibility of handling information of a confidential nature.
- Must be able to react to new assignment and handle tasks as they arise.
- Ability to respond to employee inquiries and/or complaints and prepare drafts as necessary.
- Computer literate and knowledge of all Microsoft programs including Word and Excel.
- Good verbal, written and interpersonal relationship skills.
- Ability to prepare and maintain detailed records, files and reports.
- Ability to make decisions in accordance with rules, regulations, and procedures.
- Ability to effectively communicate directives and procedures.
- Ability to operate standard office equipment.
- Position requires a high level of professionalism and attention to detail.

## **RESPONSIBILITY**

Position performs routine work independently following set procedures and policies. Work comes from the supervisor who reviews the work in process or upon completion. Work results in supportive services to all other staff in forms and supplies, equipment, and maintenance of files. Choices include prioritizing the work based on deadlines and employee needs.

## **PERSONAL WORK RELATIONSHIPS**

Contacts are with agency management and staff, county and state personnel and the public for the purposes of providing information, explanation, and interpretation of policies and procedures.

## **WORK ENVIRONMENT**

Work is generally performed in a typical office environment.

## **PHYSICAL REQUIREMENTS FOR POSITION:**

Grade Scale: At All Times/ Frequently/ Occasionally/ Never

Driving: Occasionally

Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently

**Position requires sitting for extended periods of time.**

Lifting:	30lbs minimum	50 lbs maximum
Carrying:	30lbs minimum	50 lbs maximum
Push/Pull:	30 lbs minimum	50 lbs maximum